

## **WATER SUPPLY MANAGER**

### **DEFINITION**

Under general direction, provides responsible and complex operations support to the Director of Water District and assists in directing, managing, administering, supervising, and coordinating water supply activities within the Water District, including production and water quality; and performs related work, as required.

### **DISTINGUISHING CHARACTERISTICS**

This position reports to and receives administrative direction from the Director of Water District. Work includes the exercise of considerable independent judgment in planning, revising, and maintaining procedures, and in the preparation of reports; and exercises direct and indirect supervision over professional and technical personnel. Work is subject to continuing review, in progress and upon completion.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Accountable to the Director of Water District in management responsibility for services and activities of the water distribution or supply operation functions of the Water District; assists the Director of Water District in planning and directing comprehensive programs related to the production, storage, and treatment of the District's water supply; plans, coordinates, manages, and administers the day-to-day water distribution or supply operation functions of the District; reviews and participates in the development of departmental water supply operational and construction budgets; makes arrangements with contractors for water supply operations functions or jobs not performed by District personnel; oversees water quality standards and water treatment facilities of the District; oversees preventive maintenance on District water supply equipment, pumps, and wells; manages the Supervisory Control and Data Acquisition (SCADA) and automatic actuating and telemetry devices ensuring adequate supplies in District reservoirs; recommends and administers policies and procedures; selects, trains, motivates, and evaluates assigned personnel; implements discipline and termination procedures; participates in the forecast of funds needed for staffing, equipment, materials, supplies, capital, and infrastructure improvements; monitors departmental expenditures; prepares, reviews, and evaluates a variety of operational reports, including statistical variances; prepares and presents staff reports and other necessary correspondence; coordinates assigned activities with those of other departments, agencies, and organizations; may attend and participate in professional group meetings; stays apprised of new trends and innovations in the field of retail water service; adheres to safety standards as prescribed in the *Injury and Illness Prevention Plan*; promotes teambuilding; utilizes computer software programs competently; communicates effectively, both orally and in writing; routinely adheres to and maintains a positive attitude; maintains effective work relationships with supervisor, fellow City employees, customers, and outside agencies; operates vehicles and equipment in a safe and efficient manner; and performs related duties and responsibilities, as required.

### **EMPLOYMENT STANDARDS**

**Training & Experience** – Any combination of education and experience equivalent to a Bachelor's Degree from an accredited college or university of recognized standing in business administration, engineering, public administration, or closely related field, and a minimum of five years of supervisory experience in water distribution or supply operation.

**Knowledge & Abilities - Knowledge of:** Governmental agency regulations and laws relating to the production, treatment, and use of water; water distribution or supply operation; rules, regulations, and policies and procedures governing public water districts; pertinent Federal, State and local codes, and laws and regulations; methods and techniques of water procurement and operations; computerized SCADA and automatic actuating and telemetry systems; principles and practices of program development and administration; supervisory and management practices, training and performance evaluations; modern office procedures, methods, and equipment; and work planning and scheduling.

## **WATER SUPPLY MANAGER**

**Page 2**

**Ability to:** Plan, supervise, and direct the District's water supply operations; ensure the proper maintenance, operation, and repair of District equipment and facilities; prepare reports for the Water Master; provide construction administration on Water District improvement projects; anticipate and solve problems; provide leadership and guidance to assigned District employees; deal constructively with conflict in developing effective resolutions; participate in the development and administration of goals, objectives, policies and procedures; select, train, supervise, and evaluate staff, as well as manage and coordinate the work of technical personnel; perform administrative duties involving the use of independent judgment, discretion, and confidentiality; prioritize and schedule workload to ensure completion when faced with deadlines or emergencies; handle multiple priorities; provide timely and courteous service effectively present instructions and information in writing and verbally to coworkers, the general public, and outside agencies; use patience, tact, diplomacy, and courtesy in dealing with the public and employees; routinely adhere to and maintain a positive attitude; establish and maintain effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public; apply safe work practices; and operate vehicles and equipment in a safe and efficient manner.

**Licenses & Certificates** - Must possess a valid Class "C" California driver's license. A valid, unrestricted, Class "A" California driver's license is desired. Must possess a California Department of Public Health Water Treatment Operator Grade 3 Certificate and Water Distribution Operator Grade 5 Certificate; or possess a Water Treatment Operator Grade 2 Certificate and Water Distribution Operator Grade 4 Certificate and pass the Water Treatment Operator Grade 3 written test and the Water Distribution Grade 5 written test within 12 months of hire and obtain the certificates within 24 months of hire. May extend probationary period if requirements are not met.

### **WORKING CONDITIONS**

Work is performed in both an office and field environment. Incumbent shall be exposed to those conditions normally encountered in an office and field environment. Physical demands are light, consisting of sitting, using hands and fingers to handle or feel objects, tools, or controls, and reaching with hands and arms. Incumbent is occasionally required to stand, walk, stoop, kneel, crouch, or crawl. Incumbent must be able to see and hear in the normal range, with or without correction, and communicate verbally and in written form with great facility, and must be able to be understood. Incumbent wears personal protection-protective footwear. Incumbent must have the mobility to visit all district facilities and job sites on a regular basis. Incumbent must respond to emergency situations, as necessary. Incumbent must have the stamina to work long hours and overtime, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

**APPROVED:**   
**DIRECTOR OF HUMAN RESOURCES**

**DATE REVISED:** July 1, 2008

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.  
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